



JOB POSTING
UNCLASSIFIED APPOINTMENT
(UNCLASSIFIED APPOINTMENT NOT TO EXCEED SEPTEMBER 30, 2017)

POSTING NUMBER:	HR-0009	ISSUE DATE:	February 20, 2015
TITLE:	Program Specialist 3	CLOSING DATE:	February 25, 2015
DIVISION / UNIT:	Sandy Recovery Division	SALARY RANGE:	R26: \$64,677.09 - \$92,011.89
LOCATION:	101 South Broad Street Trenton, NJ 08625		
POSITIONS:	1	DISTRIBUTION:	DEPARTMENT

DESCRIPTION OF MAJOR DUTIES:

Under the direction of the Assistant Division Director, perform complex administrative, analytical and professional tasks to promote the planning, operation, implementation, monitoring and evaluation of Community Development Block Grant Disaster Recovery (CDBG-DR) programs and related services. The Program Specialist 3 is responsible for translating program policies into standard operating procedures, developing workflow management solutions and serves as a program liaison between various internal and external stakeholders within Sandy Recovery Division.

REQUIREMENTS:

EXPERIENCE:

Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE

Three (3) years of experience in planning, monitoring, coordinating, implementing, modifying and/or evaluating agency programs and services.

NOTE: Applicants who do not possess the required education may substitute additional experience on a year-for-year basis.

NOTE: A Master's degree from an accredited college or university in a discipline appropriate to the position may be substituted for one (1) year of experience.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number, by the closing date to:

Office of Human Resources
New Jersey Department of Community Affairs
HR#0009
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.state.nj.us

NOTE: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer